

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

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**Job Title:** Pharmacy Technician  
**Department:** Health & Wellness Center  
**Hourly Rate:** \$16.00 - \$17.00  
**Full Time:** 40hrs/week  
**Exempt:** No/Hourly  
**Supervisor:** Medical Director  
**Posting Date:** In-House  
**Opens:** January 11, 2024  
**Closes:** January 17, 2024, at 4:30 pm  
**Posting Date:** Public  
**Opens:** January 18, 2024  
**Closes:** February 1, 2024, at 4:30 pm

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**Summary:** The Pharmacy Technician will assist the Pharmacist with the day-to-day activities in the Pharmacy.

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**Essential Duties and Responsibilities** include the following.

The Pharmacy Technician will help patients who are dropping off or picking up prescription orders; will utilize pharmacy software to refill prescriptions; patient registration, create a profile of patient's health and insurance information in computer or update patient's profile; will assist pharmacist, under direct supervision, in the practice of the pharmacy, in accordance with local, state, federal and tribal regulations; receive and store incoming supplies; will count stock and enter data into computer system to maintain inventory records; will assist with labeling and filling prescriptions; prepare pharmacy inventory; will answer phone; will communicate with prescribers and their agents to obtain refill authorization; will reconstitute oral suspensions ; will maintain an awareness of development in the community and pharmaceutical fields that relate to job responsibilities; will maintain knowledge of loss prevention techniques. Will perform data entry and update clinical pharmacy package for electronic health record. Other duties as assigned.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

**Required:**

High School Diploma or equivalent required

Must possess knowledge and understanding of medical terminology and calculations.

Knowledge of medication brand and generic names.

**Preferred:**

completion of an accredited pharmacy technician program preferred.

Knowledge of insurance and third-party payment systems.

National Pharmacy Technician Certification preferred.

**Other Skills and Abilities:**

**Required:**

Apply for a Wisconsin Pharmacy Technician License prior to start date.

This is a required driver position. Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.

Above average computer skills.

Excellent customer service skills.  
Excellent oral and written communication skills.

**Background Check:**

This position is contingent on the required ability to pass a caregiver background check when working with children and/or elderly.

A required driver check, to meet eligibility for Tribal Insurance.

**Language Skills:**

Good typing skills.

**Reasoning Ability:**

Must possess excellent communication skills.

**Physical Demands:** The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some sedentary work and walking. Long periods of standing required. Must be able to lift up to 50lbs. on occasion.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

Bad River Tribe  
Attn: Human Resources  
P.O. Box 39  
Odanah, WI 54861

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)